

June 27, 2006

TO: Local Lead Agencies
Family Resources Coordinators

FROM: Sandy Loerch Morris, Program Director
Washington Infant Toddler Early Intervention Program

SUBJECT: PARENT FINANCIAL RESPONSIBILITY GUIDELINES
FOR EARLY INTERVENTION SERVICES

Attached are the Parent Financial Responsibility Guidelines for early intervention services. The State Interagency Coordinating Council (SICC) Funding Committee developed the guidelines with the assistance of the Infant Toddler Early Intervention Program (ITEIP) staff. The Funding Committee was charged with developing policy and procedures related to financial hardship and possible sliding fees for families.

In developing the policy and procedures, the committee recommended to the SICC that ITEIP first distribute the procedures as guidelines. This allows for a statewide field testing period before formally adopting the guidelines as policy.

The attached Parent Financial Responsibility Guidelines are to be used with families who have health care coverage for their child. They are provided to assist early intervention services contractors, Family Resources Coordinators, parents, and early intervention service providers with determining:

- Financial hardship, when the parent(s) states they can not pay their private health care coverage co-pay, co-insurance, or deductible for early intervention services; or
- Parent financial contribution, when the parent(s) does not consent to billing their private health care coverage for early intervention services.

Also, attached are worksheets to assist with the above two areas. The guidelines apply only to the early intervention services on an Individualized Family Service Plan that would be billed to and paid for by private health care coverage, such as physical therapy. ITEIP estimates that the guidelines will apply to less than 1% of children and families receiving early intervention services. However, the field requested guidelines on this topic to ensure statewide consistency.

Please begin using these guidelines immediately. Also share the guidelines with your County Interagency Coordinating Council and early intervention services partners. Thank you for taking the opportunity to test them. If you have any questions or comments, please contact your ITEIP Program Liaison.

cc: State Interagency Coordinating Council
State Interagency Coordinating Council Committees